**Tony Abdallah rizkallah**

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Georges Khoury Building, 4th floor

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**Objective:**

Seeking a challenging position in a progressive organization that offers opportunities for advancement and where my skills can be employed and developed.

**Personal information:**

Nationality: Lebanese Date and place of birth: 4/10/1992, Beirut

Gender: Male Marital status: Single

**Professional Experience:**

* December 2014-present:

**Job scope:** Responsible for applying accounting principles and procedures; perform cash transactions and prepare accurate reports.

* Prepare the fond de caisse for cashiers, supply them with money depending on their needs.
* Perform spot checks on all the fond de caisse for all cashiers.
* Control the cash difference.
* Check and match the daily sales reports.
* Count the store daily cash
* Prepare daily and monthly sales reports
* Check the tenant’s total sales and report any difference
* ………
* July 2013-September 2013:

Internship at Bank Audi-Dora Branch

* November 2010-November 2014:

Cashier/Sales at ABC –Ashrafieh-Department Store

* Selling Displayed items.
* A continuous replenishment to replace sold items.
* Demonstrate items in their appropriate places in stocks.
* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* July 2008:

Sales at library mouwad-Jal el dib

* Selling Displayed items.
* A continuous replenishment to replace sold items.
* Demonstrate items in their appropriate places in stocks.

**Educational Background:**

* 2011-2014 : Al kafaat University- Fanar – Lebanon

Banking and Finance Graduate

* 2007-2010 :

Lebanese official Bacc 2-Es Branch

* 1995-2007:

College Sacré Coeur-Gemayze-Lebanon

**Computer Skills:**

Proficient at using Microsoft office (Word, Excel, PowerPoint and Access)

**Qualifications:**

* Ability to work in a team.
* Highly Motivated Person.
* Ability to work under pressure.
* Ability to effective customer care.

**Languages:**

Arabic (Lebanon) Native

English (United States) Native

French (France) Fluently

**Interests:**

* Reading and analyzing law books.
* Political analysis.

**Hobbies:**

 Jogging, hunting and camping.

**References:**

Available upon request.